



USAID | HONDURAS

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Vacancy Announcement No. ST-FN-04-15

OPEN TO:	All interested candidates <i>(Ordinarily Resident applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).</i>
FULL LEVEL OF PERFORMANCE:	FSN PSC – 11
LOCATION OF POSITION:	Democracy and Governance Office (DG), Tegucigalpa, Honduras
POSITION TITLE:	USAID Project Management Specialist (Governance and Citizen Security)
OPENING DATE:	January 21, 2015
CLOSING DATE:	February 3, 2015
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 597,060.00 to L. 1,014,996.00 per year.

BASIC FUNCTION:

The employee serves as the Project Management Specialist and advisor within USAID/Honduras' Democracy and Governance (DG) Office for democracy and governance activities with emphasis on those related to citizen security. These activities address but are not limited to good governance, crime prevention as it relates to good governance, rule of law and human rights, political competition and consensus building, and civil society. The employee is responsible for identifying and facilitating public-private partnerships; for providing technical assistance and coordination with senior and technical level governmental officials, nongovernmental organizations (NGOs), professional associations, USAID implementing partners, and others. The employee works under the supervision of the Democracy and Governance (DG) Office Chief.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other related duties as assigned by the agency.

1. Leads the implementation of democracy and governance activities. (40%)

- Manages the implementation of democracy and governance activities ensuring compliance with program objectives and timelines, and with United States Government (USG) and Government of Honduras (GoH) host country laws, regulations, and policies;
- Establishes and maintains technical and policy dialogue with senior and working level governmental contacts;
- Oversees politically-sensitive activities of NGO and other partners;
- Develops and drafts short and long-term planning documents such as strategic plans;
- Writes complex and long-term procurement documents such as scopes of work;
- Prepares and/or supervises preparation of program documentation, including waivers, justifications, action memoranda, procurement documents, procurement and financial plans;
- Manages one or more implementing mechanisms and is responsible for establishing appropriate coordination between implementing partners, NGO partners, and GOH host country counterparts to ensure implementation of USAID programs;
- Exercises Contracting or Agreement Officer Representative (COR/AOR) responsibilities and/or supervisory COR/AOR responsibilities;
- Prepares contributions for program performance management plans and performance reports;
- Plans, designs, implements, prepares, and contributes to evaluations, assessments, and audits of DG activities.

2. Provides Technical Leadership. (20%)

- Provides technical leadership and serves as U.S. Embassy resource on specialized subjects including but not limited to good governance, crime prevention, municipal finance, rule of law and human rights, political competition and consensus building, and civil society.
- Analyzes current events, trends, and patterns, and assesses threats and opportunities for USAID assistance.
- Provides detailed presentations at USAID, Embassy, donor, and other fora. Presentations are in oral and written form, and involve briefings, advice, persuasion, and defense of USAID policy and program positions. Provides more frequent and less formal briefings to USAID and U.S. Embassy staff as requested.
- Remains current on covered subjects and advises, briefs, and modifies program activities accordingly.
- In the absence of the DG Office Director, the incumbent may be occasionally called to serve as DG Office Director in an Acting capacity.

3. Ensures Coordination. (20%)

- Ensures coordination among different USAID/USG programs, and coordination of activities and policy dialogue among international and bilateral donors, including donor tables; prepares and leverages joint donor submissions;
- Liaises with the governmental and civil society leaders to promote tripartite coordination;
- Represents USAID in various fora and technical commissions.

4. Public-Private Alliances. (20%)

- Establishes and coordinates public-private partnerships that can lead to more sustainable development outcomes particularly in the area of crime prevention;
- Engages possible partners through outreach efforts;
- Lays the groundwork for constituting alliances and leveraging resources;
- Establishes high-impact partnerships, and liaises with other USAID offices.

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: University degree in law with a Master's degree in law, political science, or in the areas of social sciences, administration, or other related area is required.

Prior Work Experience: A minimum of seven (7) years of professional experience in rule of law, public financial management, transformation of government strategy and operations, institutional strengthening of municipal government, development assistance, or a related field is required. Experience must include at least five (5) years of program/project management, design, implementation, and monitoring.

Language Proficiency (*List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):*)

Level IV (fluency) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.

Job Knowledge: A detailed and broad knowledge is required on Honduran laws, institutions, practices, and procedures in security sector institutions, municipal law, transparency, and human rights. Must have a good understanding of fiscal and tax policy, public administration, and transformation of government strategy and operations, and also of principles, concepts, and practices of crime and violence reductions strategies and best practices. Sound knowledge of the political, economic, social, and cultural environment in Honduras, particularly as it pertains to transparency and violence reduction is also required.

Skills and Abilities: Must be able to understand Mission strategies, policies, and regulations in program management. Leadership and initiative to manage a complex program with minimum supervision, using a team-based approach. Ability to establish and maintain senior level contacts and technical dialogue with GOH and US Embassy officials, NGO and contractors. Highly analytical and ability to transmit complex concepts in a clear and concise manner. Ability to advise, persuade, and advocate on governance and security sector issues. Ability to perceive, anticipate, and adapt to changing circumstances, and to understand complex and politically sensitive issues. Tact, diplomacy, and discretion must be exercised as all work is performed in a politically sensitive and high stake environment. Ability to work under pressure and to be able to use computer-based technology and softwares. Strong interpersonal and management skills.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: FEBRUARY 3, 2015.

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> or <http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras>
for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).